



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2a

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ADMINISTRATION COMMITTEE

May 14, 2014
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at 10:16 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Pirzynski, Quan and Sartipi. Commission Chair Worth and Vice Chair Cortese were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty and Halsted.

Item 2: Consent Calendar:

Upon the motion of Commissioner Bates and the second of Commissioner Pirzynski, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of April 9, 2014.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of March 2014: Report of Operating Income for FY 2013-14; Report of Operating Expenditures for FY 2013-14; Report of Capital Budgets for FY 2013-14; Report of Life to Date Federal Grants Budget; Report of Clipper® Operating and Capital Budgets; Disbursement Report; Capital Projects Disbursement Report; and Clipper Projects Disbursement Report. For the month of March, the monthly financial report listed two (2) contracts and two (2) purchase orders executed in the amount of \$100,000 and under and eight (8) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits, through March 2014.

Item 2c: Investment Report

The Committee received the Investment Report for the month of March 2014.

Item 3: Draft MTC FY 2014-15 Agency Budget

Brian Mayhew, MTC CFO and Eva Sun, MTC Finance, presented a draft of the MTC FY 2014-15 Agency Budget as an information item and advised that the final budget is being prepared to be presented to the Commission for approval in June.

Item 4: Legal Services Bench: Law Firms Pre-Qualified to Provide Legal Services to MTC, BATA, MTC SAFE, BAIFA, BAHA and RAFC through FY 2017-18. (\$300,000 per year).

- i. *Best Best & Krieger LLP, Walnut Creek, CA*
- ii. *Glynn & Finley, LLP, Walnut Creek, CA*
- iii. *Hanson Bridgett LLP, San Francisco, CA*
- iv. *Meyers Nave, Oakland, CA*
- v. *Nossaman LLP, San Francisco, CA*
- vi. *Rosales Law Partners LLP, San Francisco, CA*
- vii. *Schiff Hardin LLP, San Francisco, CA*
- viii. *Woodruff, Spradlin & Smart PC, Costa Mesa, CA*

Cynthia Segal, MTC Office of the General Counsel, requested the Committee's approval to create a bench of the eight pre-qualified law firms identified above to provide legal services on an as-needed basis through June 30, 2018 in the following areas of practice to MTC, BATA, MTC SAFE, BAIFA, BAHA, and RAFC: public sector employment law; civil rights law, including Title VI, Title VII, and the ADA, public sector law, including the Brown Act, CA Public Records Act, procurement and federal requirement; contracts and related transactional work; environmental law, including NEPA and CEQA; construction law and California express lane development; transportation law; litigation and government contract claims; privacy and data security; intellectual property; and real estate transactions and commercial leasing.

Commissioner Quan asked if there was any variance in the panel selection. Ms. Segal answered that this bench consisted of four incumbent firms and four new firms. Commissioner Haggerty questioned the contract amount being allocated for each year. Ms. Segal responded that the amount requested is consistent to what the agency is currently spending.

Upon the motion of Commissioner Pirzynski and the second of Commissioner Bates, the Committee unanimously approved a pre-qualified bench of law firms available to provide legal services to MTC, MTC SAFE, BATA, BAIFA, BAHA, and RAFC, subject to applicable contract approval procedures and necessary budget approvals. Committee Chair Tissier noted that Commissioner Campos was not present during the voting process.

Item 6: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at 10:29 a.m. The next Committee meeting date will be on June 11, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

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